

Executive Committee Meeting Minutes – Monday, February 17, 2003

Chairman Dwyer called the meeting to order at 8:31 a.m. and led the Committee in the Pledge of Allegiance.

Present: Chairman James Dwyer, County Board Supervisors Richard Manke, Walter Kolb and Patricia Haukohl.

Absent: Supervisors Duane Stamsta, Duane Paulson and Kenneth Herro.

Also Present: County Board Chief of Staff Lee Esler, Legislative Advisor David Krahn, Director of Parks and Land Use Dale Shaver, Office Services Coordinator Windy Jicha, Land Resources Manager Perry Lindquist, UW -Extension Director Marcia Jante, County Clerk Kathy Nickolaus, Internal Audit Manager Lori Schubert, Enterprise Operations Manager Peter Pulos, Parks System Manager Jim Kavemeier, Senior Financial Analyst Andrew Thelke and Senior Financial Analyst Claire Daniels.

Discuss and Consider 157 -R-012: Resolution in Support of a New 3 -Way Mining Agreement

Lindquist said this resolution authorizes the county to negotiate a three-way agreement with Johnson Sand and Gravel and Wolf Construction. The primary purpose behind the agreement is to allow the mining of a hilled portion of Wolf Construction and county owned properties and related remediation of a county land fill in the Town of Genesee. This will allow for an eventual business park spur access to the county owned parcel which is expected to lead to the development of the parcel.

MOTION: Mank moved, Haukohl second, to approve 157 -R-012: Resolution in Support of a New 3 -Way Mining Agreement.

Lindquist said the costs associated with mining, installing monitoring wells, monitoring groundwater and reclaiming the county property and the included portions of the Wolf property, will be the responsibility of Johnson Sand and Gravel with the exception of hazardous waste. If hazardous waste is found, disposal costs will be the fiscal responsibility of Waukesha County. Based on parcel research and preliminary site soil borings, hazardous waste is not expected to be found on site. This resolution also provides that Wolf Construction will satisfy reclamation credits owed to the county by allowing mining in the specified area.

Lindquist said the department anticipates this project to be revenue and expenditure neutral to the county. Consequently no additional direct 2003 tax levy impact is expected. A final contract agreement will require adoption through a separate county board ordinance after review by Risk Management and Corporation Council staff.

Haukohl said that this resolution is well put together and makes sense.

ON THE MOTION: motion carried: 4 -0.

Discuss Year 2000 Moor Downs Golf Course Capital Project

Kavemeier said the 2000 Moor Downs Golf Course capital project would realign fairway number five, adjacent to Riverview Avenue. The project will reduce the occurrence of golf balls leaving the golf course and landing on Government Center parking lots and buildings. The project will consist of changing the configuration of the irrigation pond, shifting the alignment of the fairway to the west away from Riverview Avenue, change the alignment and lower the tees, add two sand traps, add vegetative screening and change the irrigation line for watering the fairway.

Kavemeier said when the jail expansion was studied, this project was put on hold until it was decided where the jail would go. Now that it has been decided to build the jail on the east side of Riverview, this issue needs to be addressed. In 1999, this project was estimated to cost \$109,900 which is a low cost alternative to fix the problem. Kavemeier said the county has had a good bidding climate and is hoping to complete the project for the 1999 estimated costs. They anticipate starting this project in fall after the main golf season ends. Changes to the golf course will need to be taken before the City of Waukesha Landmarks Commission for approval.

Dwyer said this item is from the 2000 capital plan and was never taken away but put on hold. Esler said the project form says construction will not proceed until the Jail Study determines if there are any impacts to this project as a result of any further jail expansion. This project cannot proceed because it is not impacted by the jail.

Discuss and Consider 157 -O-121: Authorize the Waukesha County University of Wisconsin Extension to Accept U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration Grant Funds

MOTION: Haukoil moved, Mankes second, to approve 157 -O-121: Authorize the Waukesha County University of Wisconsin Extension to Accept U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration Grant Funds.

Jantesaid Waukesha County UW -Extension applied for this grant in 2001 but was not notified of the grant award of \$191,316 for the grant period September 30, 2002 to September 29, 2003 until after the first of the year when it was too late to be included in the 2003 budget. This grant runs for two years and unless more grant money is found, the grant will end at the end of that period.

Jantesaid this grant is awarded by the U.S. Department of Health and Human Services Division of Grants Management, Substance Abuse and Mental Health Services Administration to provide and conduct additional violence prevention education in the Haertel Field and Phoenix Heights neighborhood revitalization areas in the City of Waukesha. This grant will be used to develop, implement and measure results of youth, family and neighborhood educational and violence prevention programs. The UW -Extension 2003 budget will be modified by increasing intergovernmental grant revenue by \$191,316, operating expense appropriation by \$178,750 and interdepartmental expense appropriation by \$12,566. Jantesaid these neighborhoods were chosen because they have the highest incidents of violent crimes and the lowest income in the area. UW -Extension is one of nine recipients of this grant from hundreds of applicants across the United States.

Esler said that even if this is implemented in March, we are already five months behind the grant cycle. Would Jante anticipate spending down the grant by the end of September of this year? Jantesaid she doesn't believe that they will be able to spend down the grant by the end date. They will adjust accordingly to spend the money. She doesn't think it is good management to hire three to five individuals for six months. It is essential to build trust in the neighborhoods and bringing in individuals for the short term will not work. UW -Extension could spend the money quickly but she knows that it will not be an effective use of the grant dollars.

ON THE MOTION: motion carried: 4 -0.

Discuss UW -Extension Year 2002 to Year 2003 Budget Carryover Requests

Jante reviewed the UW -Extension carryover information. Most of the carryover funds are from grants that do not run according to the Waukesha County budget cycle. Also, some of the grants are multi-year programs so the money is carried over for several years. Jantesaid that the money is important to them and they want to spend it the best way possible. She doesn't believe in spending money to just spend it.

Esler said many of the carryover monies are due to the mismatch of the grant years versus Waukesha County budget years.

Discuss and Award Newspaper Bids

Nickolaussaid on January 30, 2003 she sent an RFP to the Waukesha Freeman and Milwaukee Journal Sentinel for the publication of county materials. These proposals are good for three years. The submissions were to be completed and returned by February 10. Newspapers had to have circulation in excess of 15,000 to qualify for the proposal. Both the Waukesha Freeman and the Journal Sentinel submitted proposals. Nickolaus compared the responses from each newspaper.

Price Per Column Inch Price

Journal Sentinel \$5.46
Freeman \$3.40

Price Per Line

Journal Sentinel -39¢

Price Per Full Page

Journal Sentinel – \$1,092
Freeman \$642.60

Cost Reduction Given if Materials are Sent Electronically

Journal Sentinel – no reduction
Freeman – reduced to 30¢ per line and a full – page cost of \$585.90

Cost Per Character

Journal Sentinel 1.62¢ per character
Freeman 1.17¢ per character

Total Circulation in Waukesha County

Journal Sentinel – 53,435 (which covers all but two zip codes in the county)
Freeman – 16,839 (which does not cover the following communities: Butler, Menomonee Falls, Okauchee, and North Lake. People living in these areas can get the newspaper mailed to them once a week.)

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Esleraskedinregardstothe proposals,howdidweaskforpricebreakdowns?Nickolaussaidweaskedforthepriceper standardline.Esleraskeddidwecomparethepricesaccordingtostandardlinemeans?Nickolaussaidthatshedidnot comparetheproposalslikethatbutbycolumn,line,pageandcharacter.

MOTION: Haukohl moved, Kolb second, to award the contract to the Waukesha Freeman in accordance with the recommendation of the County Clerk. **Motion Carried:** 4-0.

Discuss and Consider 157 -A-052: Appointment of Ken Herro to the Fowler Lake Management District

MOTION: Mank moved, Kolb second, to approve Appointment 157 -A-052: Appointment of Ken Herro to the Fowler Lake Management District. **Motion Carried:** 4-0.

Discuss and Consider 2003 – 2006 Internal Audit Plan

Schubert was present to discuss the 2003 – 2006 Internal Audit Plan. The audit scopes for the individual projects will be presented to the Executive Committee for approval prior to each audit. Schubert said she received a call from Carolyn Evenson regarding a potential audit on job transitions in the Clerk of Courts in 2004. Schubert is sure of the actual date of this item so the Audit Plan has not been changed to handle this request. She will keep the committee up-to-date on this request as more information becomes available.

Farley said there may be some timing issues regarding the child support department audit because the department is undergoing some staffing issues. Schubert said that she would work with Farley on scheduling.

Haukohl said she would like to have an audit that addresses possible overlap with Environmental Health and Public Health Divisions.

Discuss Draft Ordinance: Amend, Repeal, Recreate and Reorganize Chapter 4 of the Waukesha County Code of Ordinances

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Esler and Farley were present to discuss this issue. Esler went through the Chapter 4 draft ordinance section by section highlighting proposed changes. Esler said that the draft ordinance consists of stage two changes that don't materially affect the code. There are eight or ten changes to Chapter 4 that need to be changed in stage three of this process.

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Correspondence

Chairman Dwyer reviewed and passed out the list of correspondence. He said Supervisors should let Jichak know if they want copies of the listed items.

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Approve Minutes of February 3, 2003

MOTION: Haukohl moved, Kolb second to approve the minutes of the February 3, 2003 meeting with corrections.

Motion carried: 4 -0.

Meeting Approvals

Dwyer approved attendance for all Supervisors at the February 18, 2003 Park and Planning Commission meeting.

Future Agenda Items

Action on the exposition study results.

WCA Report

Dwyer reported that he will be at a WCA strategic planning meeting all day on Friday, February 21, 2003.

Standing Committees

Finance – Haukohl said that on February 5, 2003, the committee approved the procurement process for transit administration services and the procurement process for the Rideline Paratransit Services.

Public Works - Mankesaid that at the last meeting, the committee met at the highway garage. They went on a tour of the facility and it looked great. There will be a transit update at the next meeting. A public information meeting on the CTH KE extension will be held at the Merton Village Hall on Wednesday, February 19, 2003.

Motion to Adjourn

MOTION: Haukohl moved, Mankes second, to adjourn the meeting.
p.m.

Motion carried: 4-0. Meeting adjourned at 12:40

Respectfully submitted,

Duane E. Paulson
Secretary